



Parks,
Recreation *and*
Cultural Resources
parks.raleighnc.gov

SAINT MONICA TEEN CENTER

The Saint Monica Teen Center would like to welcome you and your teen to our facility. We are a safe, multi-use center, which offers access to vital activities, mentoring relationships and supportive systems that promote positive development and healthy relationships. At the Saint Monica Teen Center teens will have the liberty to be themselves and embrace their individuality in a safe supportive environment. To ensure that the Saint Monica Teen Center will be used effectively and efficiently, please take a moment along with your teen to briefly read over the facility and program rules, regulations, behavior guidelines and computer lab policies and procedures. All teens will be held to a high level of expectations relative to behavior, respect for themselves, others and the facility. If you have any questions you may call (919) 996-4770.

Mission Statement:

The mission of the Saint Monica Teen Center is to provide a safe place for teens to participate in quality programs, activities, and have resources available to them in a positive recreational setting that will empower, develop and encourage productive interactions with their peers while recognizing them as important members of the Raleigh community.

Hours of Operation:

Monday – Friday 2:00pm – 8:00pm
Saturday 1:00pm – 8:00pm
Sunday 1:00pm – 6:00pm

The Saint Monica Teen Center observes City and National holidays. Hours and program schedules are subject to change without notice, however staff will make a reasonable effort to keep you and your teen informed. Parents are to be made aware that your teenager must be picked up by the end of the hours listed above. Once the teen center is closed we are not responsible to stay with your teenager and the facility will close as scheduled.

Registration & Membership:

The Saint Monica Teen Center is free to all registered teens currently ages 13-19 who are currently enrolled in middle or high school. To be successfully registered, all teens and a parent/guardian must fill out the following forms acknowledging that all information regarding the Saint Monica Teen Center have been read, understood, and that they will be held responsible for any noncompliance. Staff will review packet for completion, contact parent/guardian to verify and then sign. Upon turning in their completed registration forms, all teens will have their picture taken and issued a membership ID card. For the safety of all teens and to ensure that accurate identification and emergency information is quickly and easily available, all teens are **required to have their membership ID** for entrance into the Teen Center. No exceptions will be made. Information in this packet is subject to change and will be updated as necessary. Registration forms will be available at the Saint Monica Teen Center and online soon at parks.raleighnc.gov

Sign-In/Sign-Out Procedure:

With each visit to the teen center, teens will be required to sign-in by swiping their card at the sign-in station. Teens will repeat the same procedure upon signing out. Staff is not responsible for teens when they leave the Teen Center. Parent/Guardians please make arrangements with your teen as to when it is appropriate to leave the facility and with whom.

What amenities the Teen Center will offer:

- Computer Lab
- Homework Assistance/Study Hall Area
- Lounge/TV area
- 2 Multipurpose Classrooms
 - One with kitchenette facilities and a projector
 - One designated for fitness, dance and high activity programs

Teen Center Rules & Code of Conduct

The following rules have been established to ensure the safety and well being of all teens. Cooperation is essential for the program to be successful. If a teen is disrespectful to staff, peers, or equipment, their parent/guardian(s) will be contacted and the teen will be asked to leave the facility.

Because this is a teen-oriented facility, younger children and adults will not be permitted access to the facility beyond picking up their teen. However, periodic open house days may be planned.

Teen Center Phone Use

- Phone use is only available for contacting a parent or guardian.
- Teens must ask a Staff member before using the Teen Center phone.
- A staff member will always accompany a teen while using the phone.
- No incoming calls are permitted to a teen unless it is a parent or guardian
- Calls are not to exceed 3 minutes unless it is an actual emergency.

Kitchen Use

The kitchenette/microwave/refrigerator is off limits to teens. Vending machines are available. All food and drink are to be consumed in the Teen Lounge or Vending areas only unless otherwise specified.

Restroom Use

- Restroom facilities are located inside the Saint Monica Teen Center.
- Teens wishing to use the restrooms may do so at their leisure.
- Any teen caught vandalizing or using the restrooms in any manner different from its intended purpose may be suspended, expelled or removed from the Teen Center.

Communication is important:

- Information will remain confidential.
- Parents, please call the Teen Center regarding any concerns, suggestions for improvement or general feedback.
- Teens are encouraged to speak with a staff member in any situation best handled by an adult.
- Teens are encouraged to speak with a staff member if they have any questions or concerns.

Teen Responsibilities

- Teens shall be courteous and respectful of staff and their peers at all times.
- Teens shall obey general rules of the facility and the Parks and Recreation Department.
- Teens shall show respect for Teen Center property and the personal property of others.



Teens will not be allowed in the Saint Monica Teen Center unless they have their membership card. Teens will also be required to carry their card with them when they are in our facilities. Anyone not carrying their current card with them may be asked to leave the facility by a staff member. If a r moves, changes their home phone number or changes schools during the course of the year, they must notify staff of this change immediately. These changes could affect the eligibility of the individual to be a Teen Center member. Upon completion of forms, the membership will be valid until the teen turns 18 or unless otherwise stated by a parent/guardian. Once 18, it is the responsibility of the teen to complete the forms to maintain access to the Saint Monica Teen Center.

Participant's Name: _____ **Date of Birth:** _____

Address: _____ **Zip:** _____ **School:** _____ **Grade:** _____

Parent(s)/Guardian(s): _____

Home Phone: _____ **Work Phone:** _____ **Mobile:** _____

Participant E-Mail: _____ **Parent/Guardian E-Mail:** _____

Does your teen take or have any of the following (If yes please explain)?

Medication: _____

Allergies: _____

Anything other that we should be aware about before your teen participates in this program?

In case of an Emergency (If parents cannot be reached) call:

Name: _____ **Phone:** _____

Address: _____

Relationship to participant: _____

Any Additional Comments: _____

SPONSORED BY THE CITY OF RALEIGH PARKS, RECREATION AND CULTURAL RESOURCES DEPARTMENT

Non-Discrimination Policy: The City of Raleigh Parks and Recreation Department does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas may file a complaint with either the Director of the Raleigh Parks and Recreation Department or the Office of Equal Opportunities. U.S. Department of Interior, Washington, D.C., 20240.



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City of Raleigh Parks, Recreation and Cultural Resources Department
Saint Monica Teen Center
Release and Indemnity Agreement

I acknowledge every effort will be made to contact parents/guardians in the case of a medical emergency. If I cannot be reached, I authorize the City of Raleigh Program Staff to seek appropriate medical (physician, dentist, nurse etc.) care for listed participant. I understand that only those medications which are medically necessary and cannot be scheduled outside the hours of the Recreation Program will be given during the program. I give permission for my child to be transported in vehicles provided by the City of Raleigh. Pictures may be taken of my child while participating in City activities and may be used for program publicity.

Name of Participant:_____

Signature (of parent/legal guardian if under 18):_____

Printed Name of Parent/Legal Guardian:_____

Date:_____

I understand that participating in the recreational program(s) selected involves risk of injury. These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/trips/falls, musculoskeletal injuries, among others. I choose for myself or for my child to participate in the selected program(s) despite the risks.

In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from this program. If I am registering a child for a program, I agree that I am a parent, legal guardian, or am otherwise responsible for the child whose application I am submitting and that I release, waive, and discharge any legal rights that I may assert on behalf of the child participating in the program(s). I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorneys fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from participation in the program(s).

I understand that the City of Raleigh provides no insurance coverage for me. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with participation in the program(s). I also agree for myself and for any child participant to follow all rules and procedures of the program and to follow the reasonable instructions of the teachers and supervisors of the program.

Name of Participant:_____

Signature (of parent/legal guardian if under 18):_____

Printed Name of Parent/Legal Guardian:_____

Date:_____



Saint Monica Teen Center Behavior Guidelines

Please make your Teen aware of these rules. Violation of any guidelines will result in disciplinary action ranging from verbal warnings to suspension or permanent expulsion from the Saint Monica Teen Center. The disciplinary action will be more severe if the violation is deemed more serious. Our staff will make an attempt to notify parents of behavior problems. The behavior guidelines are to ensure the Saint Monica Teen Center is a place for teens to feel comfortable, respected, and safe. The behavior guidelines are as follows:

1. Teen Center members must have a current I.D. card in their possession at all times.
2. Appropriate clothing is to be worn while in the Teen Center or while attending a Teen Center activity off site. This includes but is not limited to sagging, excessively loose or revealing clothing, clothing that displays or makes drug, tobacco, alcohol or gang references.
3. No weapons of any kind are permitted in the Teen Center. This includes guns, knives, tools, bats, razor blades or any other or devices that may be used as a weapon.
4. No smoking, consumption of alcoholic beverages and/or the taking of illegal drugs is permitted on the facility grounds. Such behavior will result in immediate action taken such as legal and expulsion from the Teen Center.
5. No fighting. This includes play fighting, rough housing and wrestling.
6. No inappropriate language or vulgar gestures.
7. Staff is to be treated with respect, as well as all members of the Teen Center.
8. No defacing or damaging property and/or equipment. Such behavior will result in immediate suspension and/or expulsion.
9. Keep your displays of affection private. No hugging, kissing, holding hands, sitting on laps or other displays of affection. Sexual harassment will not be tolerated.
10. Theft and acts of vandalism are prohibited and will result in immediate expulsion.
11. No bullying, hazing, or verbal abuse.
12. Teen Center members must receive permission from staff before using facility phones. The phone is not to be used for leisure calls.
13. No disrupting of normal Teen Center activities.
14. Clean up after yourself. Failure to do so could result in loss of certain privileges associated with the Teen Center.
15. The Teen Center is not responsible for lost or stolen items.
16. Saint Monica Teen Center is a designated safe zone and neutral territory. Gang related paraphernalia or activity will not be tolerated. This includes but is not limited to gang clothing, beads, flags and/or recruiting, intimidation, hand signs, symbols, and slang.

If non-compliance is exhibited to any of the above mentioned rules and guidelines, the following actions will be followed by staff. Certain actions may result in immediate suspension or expulsion depending on severity. Compliance with these rules is mandatory.

1st Infraction - A warning will be issued in the form of a verbal reprimand.

2nd Infraction - Behavior will be documented and parent/guardian will be notified. Depending on severity, participant may be asked to leave.

3rd Infraction - Behavior will be documented and parent/guardian will be notified. Suspension or expulsion from the Teen Center will be applicable. Legal action will be taken if necessary and the proper authorities will be contacted.

I have read and understand the City of Raleigh membership system and codes of conduct. I will abide by the rules while using the Teen Center facility or participating in Teen Center events.

Signature of Teen Center Participant

Date

Participants under the age of 18 require a parent or guardian signature

As the parent/guardian, I have read and understand the Saint Monica Teen Center membership system and codes of conduct that my teen will held to. I acknowledge the above sections of the code of conduct and membership system as the parent/guardian and understand the consequences that may follow shall the aforementioned rules and guidelines are not followed.

Parent/Guardian Signature

Date



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Saint Monica Teen Center Computer Lab General Policies and Procedures

User Requirements

- A valid Saint Monica Teen Center ID card is required to use the Teen Center Computer Lab. (TCCL)
- Users must acknowledge that they have read and agree to the terms of the TCCL by signing the agreement below.
- Users must sign in when they arrive to use the TCCL and must present their Teen Center ID Card each time they use the TCCL. Teen Center staff will hold the ID while Teen Center members use the computers. Users must sign out before leaving the TCCL.

General Policies and Guidelines

- Use of the TCCL is on a first come, first served basis and is limited to one user per computer.
- Computer use is limited to a 30 minute time period when demand exceeds the number of available computers.
- If you are doing homework/project on a computer time will/can be extended
- There is NO food or drink in the lab.
- Only approved internet sites are allowed for the teen center usage. Internet sites that are deemed inappropriate will not be visited while in the TCCL. Such sites are but not limited to adult rated sites, pornographic sites, offensive/graphic material, etc.
- Cellular phones and other personal devices MUST be on vibrate.
- Talking on your phone in the computer lab is not allowed.
- Programs provided by the TCCL include but are not limited to word processing, publishing, spreadsheets, and internet access.
- Teen Center staff may provide assistance or individual instruction on the computer programs. However, staff may also refer users to other materials which may be helpful.
- Users may not download software, documents or files, install software or store any information on the hard drive nor may they modify the computer configurations in any way.
- All TCCL users shall respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user.
- Any gap in computer security must be reported to Teen Center staff immediately.
- All TCCL users shall respect the integrity of other computers and computer systems and not interfere with or disrupt network users, services, programs, software, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses or other debilitating programs, and using the network to make an unauthorized entry to any other machine accessible via the network.
- TCCL computers shall not be used for any illegal activity, or to place any text, data, graphics, images, messages, communications, files, or other material related to any illegal activity on the Internet.
- TCCL users shall respect the legal protection provided by copyright and license to programs and data.
- TCCL users may not bring in their own hardware, nor physically or electronically attach anything to TCCL equipment.
- Horseplay or any type of physical exertion is not allowed in the Computer Lab.
- TCCL users are responsible for damage to equipment or software inside the TCCL.
- All printing in the TCCL will require approval.

I have read the Saint Monica Teen Center Computer Lab General Policies and Guidelines and I agree to abide by them. I understand that failure to comply with these guidelines may result in the denial of computer lab privileges and/or possible suspension from the Teen Center.

Signature of Teen Center Participant

Date Signed

Participants under the age of 18 require a parent or guardian signature

As the parent/guardian, I will not hold the City of Raleigh Parks and Department responsible for materials acquired or accessed through the network, I agree to accept responsibility for my Teen's use of the City of Raleigh Teen Center Computer Lab as outlined above, whether I am accompanying my teenager or not.

Signature of Parent/ Guardian

Date Signed